

**EMPLOYMENT AND TRAINING PROGRAMS UNDER THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (PROGRAMS AUTHORIZED UNDER SECTION 6(d)(4) OF THE FOOD AND NUTRITION ACT OF 2008 (7 U.S.C. 2015(d)(4)))**

**GENERAL REQUIREMENTS**

The State agency must prepare and submit an Employment and Training (E&T) Plan to its appropriate Food and Nutrition Service (FNS) Regional Office. The E&T Plan must be available for public inspection at the State agency headquarters. A State agency may include its plan for the SNAP E&T program in a Combined Plan under WIOA but will require FNS approval prior to implementation and must continue to make a copy of the plan available for public inspection. If a State includes SNAP E&T in a Combined Plan under WIOA, the State agency will detail the following for each year covered by the Combined Plan:

1. The nature of the E&T components the State agency plans to offer and the reasons for such components, including cost information. The methodology for State agency reimbursement for education components must be specifically addressed;

**JOB SEARCH TRAINING**

This training will be conducted in the American Job Center under the One Stop structure designed under WIOA. We will focus this training on the ABAWD participants in order to provide skills to move them to employment quickly. We will also provide this training to other volunteers on a limited basis based on the participant’s needs and available funding for transportation assistance. This training will provide higher touch assistance and case management than self-service job search. Participants will be assessed on the one on one appointment to determine what activities best fit their needs. Based on this assessment and the training available at the AJC, a plan will be developed to include at least four activities completed within six weeks. These activities could include job skills assessments, job clubs, resume writing assistance and workshops, online job search training, interviewing skills workshops and practice session, and other approved training offered within the One Stop American Job Center. Job search hours performed at the AJC within this training will also count for the ABAWD work requirement hours. Participants will be eligible for transportation assistance in the form of one \$25 gas card or bus passes to assist them in being able to attend the AJC for activity completion.

<b>Geographic area</b>	<b>Target audience (e.g., homeless, re-entry population, ABAWDS)</b>	<b>Anticipated monthly participants (unduplicated count)</b>	<b>Anticipated monthly cost*</b>	<b>Provider(s)</b>	<b>Reporting measure(s) if &gt; 100 participants per year</b>
Statewide (All 95 counties)	Volunteer Participants in all 95 counties	487	\$50,552	AJC Staff (Title I and III)	Number of participants who began the

	(including ABAWDs)				component and those who earned increased wages 1st quarter after completion
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Limit anticipated monthly cost to administrative costs only. Do not include participant reimbursements.

### Education Components

#### Basic Adult Education

Individuals who volunteer for E&T and lack a High School Diploma or Equivalent will be referred to the local Adult Education (Title II) Partners. Adult Education (AE) in Tennessee is divided into a three-level instructional system focusing on reading, writing, and math skills to a bring client’s functional level up enabling her/him to pass a High School Equivalency Test (HiSET) and compete in the labor market. Participants who do not speak English as their primary language can receive services through Adult Education through Integrated English Literacy and Civics Education. Under IELCE, those participants can receive additional services to help with preparing to receive their High School Equivalency Diploma. Once prepared, the individual will take the HiSET to obtain their High School Equivalency Diploma. SNAP E&T funding will be spent on the individual to provide transportation assistance (\$25 gas card or bus pass) and a \$10 voucher for the test if not eligible for the voucher on their own. Success will be measured based on the number of participants who successfully obtain their High School Equivalency.

Target audience (e.g., homeless, ABAWDs)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
Volunteer Participants in all 95 counties (including ABAWDs) without a High School Diploma or Equivalent	365	\$37,914	TN Adult Education Division (WIOA Title II) and contract staff selected to provide these services	% of those that began component and obtained their HSE

\* Limit anticipated monthly cost to administrative costs only. Do not include participant reimbursements.

## EDUCATION COMPONENTS

### Career & Technical Education Training

#### Description

All who volunteer for SNAP E&T and are determined, through an assessment, to need academic, technical knowledge, and skills necessary for employment will be referred to WIOA Title One or to an established Third Party Partner for assistance. Services offered will assist the individual in obtaining a degree/certificate to allow them to better compete in the job market. Training programs that participants are sent through are determined based on Labor Market Information. Through WIOA Adult and WIOA Youth, participants are also eligible to receive case management, work readiness services, and job readiness workshops that include resume and interviewing assistance. If eligible for enrollment with Title I, the participant will be co-enrolled with SNAP E&T and WIOA to ensure that all reasonable and necessary costs are covered for successful program completion.

Geographic area	Target audience (e.g., homeless, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
Statewide (All 95 counties)	Volunteer Participants in all 95 counties (including ABAWDS)	1211	\$125,551	Title I and Title III WIOA Staff, Goodwill Knoxville	% of participants that began component obtained a recognized credential

\* Limit anticipated monthly cost to administrative costs only. Do not include participant reimbursements.

### Education Components

#### Work Readiness Training

Activities will focus on developing the knowledge, skills, attitudes, and aspirations to help participants successfully pursue, obtain, and maintain employment or specialized training leading to employment in the local labor market. Work Readiness Training will focus on Personal Effectiveness Competencies (i.e. soft skills) such as interpersonal skills, integrity, professionalism, initiative, and dependability, and reliability, along with communication skills and teamwork. Job search training activities will also be used in support. E&T coordinators will determine the need for Work Readiness after conducting a thorough assessment of the participant's needs and barriers.

Geographic area	Target audience (e.g., homeless,	Anticipated monthly participants (unduplicated	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants
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	<b>ABAWDS)</b>	<b>count)</b>			<b>per year</b>
Statewide (All 95 counties)	Volunteer Participants in all 95 counties (including ABAWDs)	365	\$24,003	UT Extension	Number of participants who began component and earned increased wages 1st quarter after completion

\* Limit anticipated monthly cost to administrative costs only. Do not include participant reimbursements.

Work Component

Work experience

This component will be offered to those that fall into the Title I Adult & Youth eligibility. After an assessment that determines they would benefit from work experience, the participant will be referred to Title I Services. If determined they are eligible for those services, the participant will be co-enrolled with Title I and SNAP E&T.

<b>Geographic area</b>	<b>Target audience (e.g., homeless, ABAWDs)</b>	<b>Anticipated monthly participants (unduplicated count)</b>	<b>Anticipated monthly cost*</b>	<b>Provider(s)</b>	<b>Reporting measure(s) if &gt; 100 participants per year</b>
Statewide (All 95 counties)	Volunteer Participants in all 95 counties (including ABAWDs)	8	\$829	Title I and Title III WIOA Staff	N/A

\* Limit anticipated monthly cost to administrative costs only. Do not include participant reimbursements.

2. An operating budget for the Federal fiscal year with an estimate of the cost of operation for each Federal fiscal year covered by the Combined Plan. Any State agency that requests 50 percent Federal reimbursement for State agency E&T administrative costs, other than for participant reimbursements, must include in its plan, or amendments to its plan, an itemized list of all activities and costs for which those Federal funds will be claimed, including the costs for case management and casework to facilitate the transition from economic dependency to self-sufficiency through work. Costs in excess of the Federal grant will be allowed only with the prior approval of FNS and must be adequately documented to assure that they are necessary, reasonable and properly allocated. A State must submit a plan amendment to request budget adjustments at least 30 days prior to planned implementation;

	<b>State cost</b>	<b>Federal cost</b>	<b>Total</b>
<b>I. Direct Costs:</b>			
a) Salary/Wages	\$0	\$1,641,600	\$1,641,600
b) Fringe Benefits* Approved Fringe Benefit Rate Used 32%			
c) Contractual Costs (Admin Only)	\$586,597	\$1,713,618	\$2,300,215
d) Non-capital Equipment and Supplies	\$0	\$120,000	\$120,000
e) Materials	\$0	\$10,000	\$10,000
f) Travel	\$0	\$39,000	\$39,000
g) Building/Space	\$0	\$45,497	\$45,497
h) Equipment & Other Capital Expenditures	\$0	\$50,000	\$50,000
<b>Total Direct Costs</b>	\$586,597	\$3,619,715	\$4,206,312
<b>II. Indirect Costs:</b>			
Indirect Costs*Approved Indirect Cost Rate Used: 14.59%			
<b>III. In-kind Contribution</b>			
State in-kind contribution	\$0	\$0	\$0
<b>Total Administrative Cost (Total of items I, II, and III)</b>	\$586,597	\$3,619,715	\$4,206,312
<i>100 Percent Federal E&amp;T Grant</i>		\$3,033,118	\$3,033,118
<i>50 percent Additional Administrative Expenditure</i>	\$586,597	\$586,597	\$1,173,194
<b>IV. Participant Reimbursement (State plus Federal):</b>			
a) Dependent Care (including contractual costs)	\$0	\$0	\$0
b) Transportation & Other Costs (including contractual costs)	\$293,429	\$293,429	\$586,857
c) State Agency Cost for Dependent Care Services	\$0		\$0
<i>Total 50 percent Participant Reimbursement Expenses</i>	\$293,429	\$293,429	\$586,857
<b>V. Total Costs</b>	\$880,026	\$3,913,143	\$4,793,169

Item	Narrative
<b>I. Direct Costs:</b>	
a) Salary/Wages	Average salary + fringe+ shared costs+ indirect costs= \$72,000 22.8 FTE's x \$72,000 staff cost = \$1,641,600
b) Fringe Benefits* Approved Fringe Benefit Rate Used _____ %	See attached indirect cost agreement.
c) Contractual Costs	<p>\$1 Million of the SNAP E&amp;T 100% funds will be allocated to all local workforce development areas that provide Title I services under WIOA for co-enrollment of SNAP E&amp;T participants. Each area's allocation was based on the anticipated percentage of work registrants in that area.</p> <p>\$586,597 Partner costs/ \$586,597 Federal Reimbursement been requested for additional 50/50 Funds for our Third Party Partners.</p> <p>\$72,000 will be allocated for continued seed funding for UT Extension that will allow them to continue through the first quarter of FY18 on 100% funding. Beginning 2<sup>nd</sup> Quarter, we will be switching to a 50/50 partnership.</p> <p>\$55,021 will be allocated for seed funding for Third Party Partners. A convening will be held to identify potential partners for FY18. Goodwill Middle, Goodwill Memphis, TCATs, Tennessee Prison Outreach Ministry, and Knoxville Area Rescue Mission are potential partners for FY 18.</p>
d) Non-capital Equipment and Supplies	<p>\$80,000 has been allocated to cover the cost of our annual SNAP E&amp;T training for all partners involved in the program.</p> <p>\$30,000 has been allocated to cover the cost of a convening for Third Party Partners.</p> <p>\$10,000 has been allocated for postage to mail orientation letters after referrals are received.</p>
e) Materials	<p>\$10,000 has been allocated for marketing material. The need for technological promotion, to include YouTube videos and social media, has been identified. The continued need for promotional items, such as handouts and posters, will be utilized. We will utilize the SNAP Outreach marketing guidelines.</p>
f) Travel	<p>Per local area, there is 1-2 staff that travels to their respective counties to provide SNAP E&amp;T services to ensure all 95 counties are being served. A total</p>

	<p>of \$30,000 has been allocated for daily travel expenses.</p> <p>Funds will be allocated to the Grants and Program Manager and Director, as well as, 2 Regional staff members to attend the annual Employment and Training Conference by SERO.  \$1000 x 4 staff = \$4000  \$5,000 has been allocated for the Grants and Program Manager and Regional Staff to conduct Auditing and Technical assistance visits to several of the offices providing SNAP E&amp;T services across Tennessee’s 95 counties.</p>
g) Building/Space	<p>SNAP E&amp;T is a partner in the Combined State Plan and is required to share in the operational costs of the American Job Centers.</p> <p>In order to match other WIOA partners, 1.5% of the total budget will be allocated to infrastructure. That total equals \$45,497.</p> <p>The allocation methodology for shared costs varies by LWDA. All partners must determine and agree upon the infrastructure and additional costs; determine reasonable and acceptable allocation methodologies; select the appropriate methodology to apply to each cost category, and must ensure methodologies result in cost allocations based upon proportionate use and relative benefit received by the partners (TEGL 17-16).</p>
h) Equipment & Other Capital Expenditures	<p>\$50,000 has been allocated for VOS System Maintenance/upgrade costs for the SNAP E&amp;T module. All maintenance costs are cost allocated to all programs managed by the system based on the number of accounts within each module and specific change orders submitted during that billing cycle. Some examples include the maintenance of the automated referral process, document retention, and implementation and tracking requirements of an Online Orientation process, data extracts, data matches, and reporting requirements.</p>
<b>II. Indirect Costs:</b>	
<b>III. State In-kind Contribution</b>	
<b>IV. Participant Reimbursements</b>	
a) Dependent Care	<p>Due to the cost, Dependent Care reimbursements are not offered as participant reimbursements for SNAP E&amp;T participants during FFY 2018.</p>

	We are working to identify Third Party Partners to provide these needed services. This partnership would not impact the limited 50/50 allocation for FFY 2018.
b) Transportation & Other Costs	<p>\$135,000 state funds / \$135,000 Federal funds have been allocated for Participant Supportive services. They will only be offered to participants who are enrolled in the Adult Education activity/component and for participants that are not co-enrolled or offered supportive services through their local area.</p> <p>Goodwill Knoxville will spend a total of \$242,857 on participants. The 50/50 match will be \$121,429.</p> <p>The University of Tennessee Extension will spend a total of \$74,000 on participants. The 50/50 match will be \$37,000.</p>
c) State Agency Cost for Dependent Care Services	The state will not reimburse Dependent Care costs in FFY18.

3. The categories and types of individuals the State agency intends to exempt from E&T participation, the estimated percentage of work registrants the State agency plans to exempt, and the frequency with which the State agency plans to reevaluate the validity of its exemptions;

The TDHS Eligibility Counselors will have the authority to grant individual exemptions based on information received from an interview with the SNAP participant and/or information received from TDLWD. (State exemptions DHS has authority). Individual exemptions shall be evaluated at the participant's next recertification unless the client reports a change that requires the worker to make a re-determination.

Currently, the Tennessee Department of Human Services (TDHS) is operating under an ABAWD time waiver, exempting eighty-six (86) counties from ABAWD time counts. However, effective January 31, 2018, the current waiver is ending. At this time, the state will be expanding the number of counties not exempt from ABAWD time counts from nine (9) to seventy-nine (79), leaving only sixteen (16) counties exempt from the ABAWD time counts. We are anticipating an influx in the number of ABAWD individuals. We are exploring Apprenticeship partnerships to assist the ABAWD population, as they are highly disadvantaged. We envision this Apprenticeship Program would give ABAWD's a direct link to employment. This program could potentially assist the participant in obtaining needed credentials and/or job skills for ensuring satisfactory employment upon completion while offering the possibilities of earning wages and benefits.

4. The characteristics of the population the State agency intends to place in E&T;

Tennessee has identified over 285,000 NCP's who are receiving SNAP benefits. By taking the 2 Generational approach TN has targeted non-custodial parents in Knox County in an effort to provide alternatives and solutions that would directly mitigate their barriers. Many of which are causing their hardships in the first place; such as, license revocation, enforcement actions, a need

for modifications, etc. By participating in SNAP E&T, NCPs qualify for modifications, license revocation, and all enforcement actions are placed on hold. Beginning January 2017, this initiative has been expanded statewide to serve all NCPs across the State of Tennessee.

5. The estimated number of volunteers the State agency expects to place in E&T;

Tennessee's SNAP E&T program is Voluntary. Anticipated monthly participation is provided in the components section A1.

6. The geographic areas covered and not covered by the E&T Plan and why, and the type and location of services to be offered

Statewide (All 95 counties).

7. The method the State agency uses to count all work registrants as of the first day of the new fiscal year;

Work Registrant Population

Number of Work Registrants (as determined by TDHS)

The number of Work Registrants expected to be in the state as of October 1, 2017, is 202,343 (This projection is based on last year's prediction)

The number of new Registrants to be added between October 1, 2017, and September 30, 2018, is 90,004 (This projection is based on last year's prediction)

The total number of Registrants in the state between October 1, 2017, and September 30, 2018, is 292,347

Unduplicated Work Registrant count

The TDHS eligibility determination system calculates an unduplicated Work Registrant count and a snapshot of work registrants in the state as of October 1st. The original referral date for each client is maintained in the eligibility system by the client's social security number, ensuring there will be no duplicative count of Work Registrants. If SNAP benefits are terminated and re-approved within the same FFY, TDHS' system will not count the participant again.

8. The method the State agency uses to report work registrant information on the quarterly Form FNS-583

Method for Obtaining Initial Count of Work Registrants

Federal Reporting Measures Methodology

Data for components and demographics needed for federal reporting is located in the case management system for TN, Jobs4TN. This data will be collected and compiled by running queries through tables located in the Jobs4TN database that contains the needed information.

Wage Data will be collected by matching the Social Security Numbers of participants of SNAP E&T to Tennessee Unemployment Insurance wage records. The Wage Data will be reported as aggregated data.

9. The method the State agency uses to prevent work registrants from being counted twice within a Federal fiscal year. If the State agency universally work registers all SNAP applicants, this

method must specify how the State agency excludes those exempt from work registration under 7 C.F.R. §273.7(b)(1). If the State agency work registers nonexempt participants whenever a new application is submitted, this method must also specify how the State agency excludes those participants who may have already been registered within the past 12 months as specified under 7 C.F.R. §273.7(a)(1)(i);

#### Unduplicated Work Registrant count

The TDHS eligibility determination system calculates an unduplicated Work Registrant count and a snapshot of work registrants in the state as of October 1st. The original referral date for each client is maintained in the eligibility system by the client's social security number, ensuring there will be no duplicative count of Work Registrants. If SNAP benefits are terminated and re-approved within the same FFY, TDHS' system will not count the participant again.

10. The organizational relationship between the units responsible for certification and the units operating the E&T components, including units of the statewide workforce development system, if available. FNS is specifically concerned that the lines of communication be efficient and that noncompliance by the participant be reported to the certification unit within 10 working days after the noncompliance occurs;

#### Narrative Coordination Statements

TDLWD SNAP E&T Central office staff meets with TDHS SNAP Policy staff throughout the year. Issues and mutual concerns are discussed and resolved. Coordination of future on-site reviews are planned and discussed. Suggestions are offered for program improvement from both agencies. The meetings result in a better understanding of problems encountered by each agency. The outcome is that partner agencies pull together for the success of the program and the customers gain.

#### *Program Reviews:*

The Grants and Program Manager will monitor programs on an annual basis. TDLWD SNAP Program staff are interviewed at the local office to determine their general understanding of the program. At each location, case files are reviewed. The Individual Employability Plan (IEP) is evaluated for detailed direction, and incremental steps to achieve program goals. The EDP documents each step as the client progresses through the program.

Program strengths are noted during reviews and recommendations are made to correct any weaknesses, opportunities to improve, or assure timeliness of the delivery of services.

The TDLWD is the administrator of the SNAP E&T Program and is the primary Service provider of E&T services.

### **INFORMATION COORDINATION**

#### **COORDINATION OF DUTIES BETWEEN DEPARTMENTS**

##### *Tennessee Department of Human Services*

- Intakes, Applications, and Recertification of case
- Registration for work, all non-exempt household members (non-ABAWD)
- Update addresses and phone numbers on ACCENT.

- Notify TDLWD when a client has been deregistered.
- Coordinate and cooperate with local TDLWD staff.
- Each agency will complete systems training with each other's staff

*Tennessee Department of Labor and Workforce Development*

- Complete and enter E&T Referrals.
- Invite participants with an offer of services.
- Discuss employment rights and options and responsibilities under the program
- Provide basic overview, assess individual job readiness, and develop an individual Employment Plan.
- Direct individual into appropriate activity with specific offer of referral to a component or job.
- Monitor and report component compliance or noncompliance to TDHS
- Authorize reimbursements
- Notify participant of date and time to conduct follow-up interviews.
- TDLWD staff will authorize reimbursement entitlements, replace lost or stolen reimbursement checks, and monitor maximum payments to the participants.
- Complete documents and enter system within five working days of action for component placement, any change that has occurred, or component completion.
- Provide all case management throughout a Participants engagement in an E&T Component and seek follow-up to capture Outcome data.

**COORDINATION TIME FRAMES**

The following coordination time frames will be followed, unless unforeseen circumstances prevent them from occurring:

- Once a referral list is provided by TDHS, TDLWD will send an appointment letter within 7-10 working days.
- TDLWD will schedule Orientation within 1- 2 weeks of the referral date to allow sufficient time for the Participant to enroll in a component and limit the possibility of an incurring countable month.
- TDLWD will immediately enter and electronically transmit the data required to authorize the Participant Expense Reimbursement.
- TDLWD will enter computer documents within four working days of action and re-enter rejected documents within four working days.
- TDLWD will notify TDHS within five days of any information that may affect SNAP eligibility, obtaining a job, changes in income, etc.

11. The relationship between the State agency and other organizations it plans to coordinate with for the provision of services, including organizations in the statewide workforce development system, if available. Copies of contracts must be available for inspection;

Partner/Contract Name

Tennessee Department of Labor and Workforce Development

## Monitoring and communication with contractor (s)

- TDLWD shall provide written documentation of the monitoring tools, plans, schedules, and other supporting documents used to monitor all sub-recipients' program operations and financials, as well as, processes for addressing observations and/or findings.
- TDLWD shall conduct on-site reviews of their sub-recipients at least once every three (3) years.
- TDLWD shall, based assessment of the risk of noncompliance posed by the sub-recipient, provide the sub-recipients with training and technical assistance on program-related matters.
- TDLWD must obtain a copy of the sub-recipients single audit report and issue management decision on findings, if any, within the single audit report.
- TDLWD must provide a copy of the sub recipient's single audit report and any of TDLWD management decision letter issued.

## **ROLE OF CONTRACTOR**

Tennessee Department of Labor and Workforce Development (TDLWD) will be responsible for the operations of the E&T program through an Interagency Grant Agreement (IGA).

### Timeline

Start: 10/01/2017

End: 09/30/2018

## **DESCRIPTION OF ACTIVITIES/SERVICES**

*TDLWD staff will be responsible for:*

Creation/Training/Monitoring of policies and procedures for the E&T program for Local Workforce Development Board staff;

A SNAP E&T Manual has been published to outline the SNAP E&T program. Annual training will be conducted prior to the start of each fiscal year. Training is conducted monthly on SNAP E&T and AJC staff as well as LWDB staff are invited and encouraged to participate in these webinars. Daily technical assistance is also available via SNAP.ET@tn.gov. Onsite technical assistance can also be requested. Monitoring on the program side and the fiscal side is accomplished by monthly desktop reviews, an annual review by the Program Accountability Review team, invoice monitoring by the Grants4tn system and TDLWD Central Office fiscal unit. An annual on-site program monitoring by Program Manager and/or Regional SNAP E&T staff will also be conducted.

Establishing and monitoring Third Party Partners and other Contractors TDLWD has established partnerships with;

TDLWD will be responsible for contracting with Third Party Partners. SNAP E&T Program Manager, TDLWD Fiscal unit, SNAP E&T Regional Staff and SNAP E&T coordinators in each

LWDA, will monitor once the contract is in place, services and invoicing. In addition, the PAR team will conduct an annual review of each contract.

Provide guidance to Local Workforce Development Board staff in the appropriate assignment of components for participants;

LWDB staff will be provided with a copy of the state plan once approved to receive a description of each component. SNAP E&T coordinators in each LWDA will monitor that the SNAP E&T process of orientation, assessment, and component placement is followed and documented in VOS.

Provide guidance to Local Workforce Development Board staff that conduct Orientations and one-on-one assessments

Orientation for SNAP E&T is standardized and is conducted using a PowerPoint that is issued by TDLWD Central Office. We will be transitioning to an online orientation video during the FY. Assessment guidance questions will be provided to all staff involved in conducting the one-on-one assessment.

In coordination with TDHS conduct Marketing/Outreach activities for the E&T program.

Desiring to increase the SNAP E&T enrollments, we are encouraging each LWDA to devise a plan to identify outreach locations to go and present the opportunities of SNAP E&T as well incorporate marketing strategies into their local area proposals for SNAP E&T.

In coordination with TDHS develop new strategies to target SNAP participants

TDLWD and TDHS will continue to have quarterly meetings to strategize ways to identify and serve more SNAP participants.

## **FUNDING**

\$3,033,118 will be used for 100% administrative funding and \$135,000 match funding (50/50). Total funding equals \$3,303,118.

## **EVALUATION**

*The performance will be measured through WIOA reporting measures to track the effectiveness of the services being provided.*

## **PARTNER/CONTRACT NAME**

Goodwill Knoxville

## **MONITORING AND COMMUNICATION WITH CONTRACTOR(S)**

The Department of Labor and Workforce Development has a Program Accountability Review (PAR) Team that performs annual reviews. In addition to the annual PAR review, the Grants and Program Manager, as well as Regional Staff, will conduct Technical assistance and program monitoring at least once per year.

## **ROLE OF CONTRACTOR**

Goodwill of Knoxville is a Third Party Provider that will provide soft skills training, job readiness training, short-term training, and job placement assistance to SNAP E&T participants.

### Timeline

Start: 10/01/2017

End: 09/30/2018

## **DESCRIPTION OF ACTIVITIES/SERVICES**

Goodwill Knoxville will offer the following 3 training programs during FFY 2017:

- Certified Nursing Assistant Training
- Microsoft Office Computer Training
- Customer Service Training

Training is held at two central locations, Hamblen and Knox counties. Participants from these counties may be referred for training: Claiborne, Cocke, Grainger, Greene, Hamblen, Jefferson, Sevier, Union, Knox, Anderson, Blount, and Loudon.

## **FUNDING**

The total budget will equal \$566,990. The 50% reimbursement will be equal to \$283,495.

## **EVALUATION**

All participants will be registered in the Job4TN.gov system. Retention and wages will be tracked to report the effectiveness of the services provided by this Partner.

12. The availability, if appropriate, of E&T programs for Indians living on reservations after the State agency has consulted in good faith with appropriate tribal organizations;

There are currently no Tribal Organizations in the state of Tennessee, so there are no specific plans for this population at this time.

13. If a conciliation process is planned, the procedures that will be used when an individual fails to comply with an E&T program requirement. Include the length of the conciliation period

Tennessee's SNAP E&T program is Voluntary for FFY 2018; therefore, the Conciliation policy is not applicable at this time.

14. The payment rates for child care established in accordance with the Child Care and Development Block Grant provisions of 45 CFR 98.43, and based on local market rate surveys.

SNAP E&T program is pursuing childcare assistance for its participants who are participating in eligible components that include Adult Education and WIOA Adult services. Currently, TN is exploring a partnership with the Boys & Girls club to provide childcare for SNAP E&T participants.

15. The combined (Federal/State) State agency reimbursement rate for transportation costs and other expenses reasonably necessary and directly related to participation incurred by E&T

participants. If the State agency proposes to provide different reimbursement amounts to account for varying levels of expenses, for instance for greater or lesser costs of transportation in different areas of the State, it must include them here.

The Tennessee State Legislature has appropriated \$135,000 in state funds and this plan requests \$135,000 in federal funds to provide a total of \$270,000 in supportive services to SNAP E&T during FFY 2018. The most common Participant support is for transportation assistance. Reimbursements are issued as gas cards or bus passes. High School Equivalency Test (HSET) fees can be issued because state staff case manages participants enrolled in this activity/component.

TDLWD will issue participant supports as a reimbursement. Participants must provide an attendance sheet confirming they have maintained engagement in their activity at the required level identified in their employment plan if case managed by TDLWD. Adherence to the policy will be reviewed during state monitoring visits and desktop reviews. The electronic case file must show the participant is enrolled in a qualifying activity, an attendance sheet has been uploaded in VOS, and the participant signed the Gas Card or Bus Pass release log.

Participant reimbursement amounts vary based on the type of support requested. Gas Cards will be limited to \$25 per month. All other amounts of support will depend on the vendor and geographical location in which they are purchased. We will ensure all costs meet the reasonable and necessary standard and will utilize vendors on the state's approved vendor list.

All supportive services for Participants referred to local area staff for Title I services will be issued from WIOA Title I funds, unless they are determined ineligible for training assistance for reasons approved by the local board such as:

- Default on a student loan (no payment plan)
- Certain Felony Convictions
- Unsatisfactory progress previous semester
- Training of interest is not approved by the local area
- Other reasons strictly prohibited by the local board

In these instances, SNAP E&T funds will cover their supportive services for items such as books, uniforms, drug screens, tools, supplies, and transportation. 40 percent of Title I funds must be spent on participants based on the policy approved by TN State Workforce Board (Workforce Services Policy- Minimum Participant Cost Rate (MPCR) TN-WIOA 17-11).

16. Information about expenses the State agency proposes to reimburse. FNS must be afforded the opportunity to review and comment on the proposed reimbursements before they are implemented.

This information is provided in the response above.

## **B. ABLE-BODIES ADULTS WITHOUT DEPENDENTS (ABAWD)**

A State agency interested in receiving additional funding for serving able-bodied adults without dependents (ABAWDs)\* subject to the 3-month time limit, in accordance with 7 C.F.R.

§273.7(d)(3), must include the following for each Federal fiscal year covered by the Combined Plan under WIOA: \*7 CFR § 273.7(c)(7)

1. Its pledge to offer a qualifying activity to all at-risk ABAWD applicants and recipients

Its pledge to offer a qualifying activity to all at-risk ABAWD applicants and recipients;

<b>Section D: Pledge to Serve All At-Risk ABAWDs (if applicable)</b> <i>State agencies wishing to receive pledge funds should identify a desire to pledge and provide the following information: N/A For all SERO states</i>	
<b>I. Is the State agency pledging to offer qualifying activities to all at-risk ABAWDs?</b>	No. Tennessee does not request to be a pledge state for FFY 2018.
<b>II. Information about the size &amp; needs of ABAWD population</b>	N/A
<b>III. The counties/areas where pledge services will be offered</b>	N/A
<b>IV. Estimated cost to fulfill pledge</b>	N/A
<b>V. Description of State agency capacity to serve at-risk ABAWDs</b>	N/A
<b>VI. Management controls in place to meet pledge requirements</b>	N/A
<b>VII. Description of education, training and workfare components State agency will offer to meet ABAWD work requirements</b>	N/A

2. Estimated costs of fulfilling its pledge

Tennessee will not operate under a “pledge state” status for FFY 2018.

3. A description of management controls in place to meet pledge requirements

Tennessee will not operate under a “pledge state” status for FFY 2018.

4. A discussion of its capacity and ability to serve at-risk ABAWDs.

n/a

5. Information about the size and special needs of its ABAWD population

See question 1.

6. Information about the education, training, and workfare components it will offer to meet the ABAWD work requirement.

ABAWD work requirement is the same as Non-ABAWD participants.

### **C. PLAN MODIFICATON**

If FNS determines that the performance of a State agency with respect to employment and training outcomes is inadequate, FNS may require the State agency to make modifications to the State E&T plan to improve the outcomes.\*

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\*7 U.S.C. 2025(h)(5)(E) as amended by Agricultural Act of 2014 .

### **FUNDING DISCLAIMER**

Funds may not be available when SNAP E&T portions of a Combined State Plan under WIOA are approved. FNS's obligation after approving a SNAP E&T plan submitted as part of a Combined State Plan is contingent upon the availability of an appropriation from which payment can be made. Any FNS funding resulting from an approval of a SNAP E&T plan submitted as part of a Combined State Plan is subject to FNS receiving sufficient funds (in the Program Financial Control System for FNS) to fund this and all prior approved SNAP E&T plans submitted as part of a Combined State Plan in their entirety in the time and date order received. Federal reimbursement to States for 50 percent of State administrative expenditures and for participant reimbursements is subject to the above conditions.